

## COMPENSATION

Jurors are paid a \$40.00 attendance fee per day plus the current federal government mileage allowance and tolls. All payments are established by law and not determined by the Court. You will receive a reimbursement check at a later date.

**PLEASE NOTE:** Taxi and bus fares are **not** reimbursable.

## ATTIRE

Jurors should report neatly dressed to preserve the dignity of the Court. **No jeans, sandals, shorts or halter tops are permitted.** Also, no objectionable pictures, writings or logos should be featured on clothing. *Please exercise good judgment in your choice of appropriate attire.*

## FACILITY

The Courthouse is located at One Exchange Terrace, at the north end of Kennedy Plaza in downtown Providence. The train and bus stations are within walking distance. Directions and a map are included.

There is no food service in the building. However, soda and snack machines are located on the 1st floor of the Courthouse. Coffee and tea will be provided on the day you report.

## PARKING

There is no on-street parking in Kennedy Plaza or in the immediate vicinity of the Courthouse. Several parking lots are located in close proximity to the Courthouse. A parking stipend of \$10.00/day is provided to jurors presenting a parking receipt. You will receive this payment at a later date along with your attendance fee.

## IMPORTANT REMINDERS

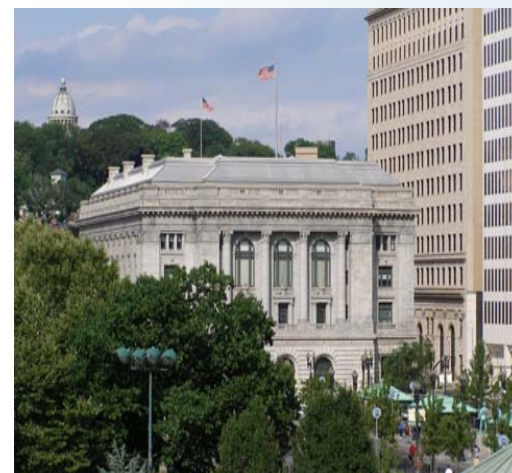
Electronic devices including cellular phones, laptop computers, sound/recording equipment, photographic/broadcasting equipment are prohibited. **You will not be permitted to bring them into the building.**

All individuals entering the building are required to proceed through a security checkpoint and have any bags, packages, purses, etc. examined.

A valid photo ID must be shown when entering the courthouse.

Bring your parking receipt with you to the courthouse.

## Federal Jury Service



*United States District Court  
District of Rhode Island  
One Exchange Terrace  
Providence, RI 02903  
(401) 752-7232*

***[www.rid.uscourts.gov](http://www.rid.uscourts.gov)***

Enclosed you will find  
**IMPORTANT** information.

## Welcome to Jury Service

Jury service is one of the most important civic duties you can perform. The protection of rights and liberties in federal courts largely is achieved through the teamwork of a judge and jury. We hope you find this process to be an interesting and satisfying experience.

**As a prospective juror, it is important that you read this brochure carefully.**

### JURY INFORMATION FORM

You **MUST** complete the *Jury Information Form* located at the bottom of your Summons. Be sure that your name, address and telephone number are accurate.

### GO PAPERLESS WITH eJUROR

The Court strongly encourages you to use eJuror to submit your *Jury Information Form*. Access eJuror by visiting the Court's website at [www.rid.uscourts.gov](http://www.rid.uscourts.gov). You will need your nine (9) digit participant number (located on the enclosed Summons).

**PLEASE NOTE:** If you use eJuror, you do not need to complete the paper *Jury Information Form*.

### REPORTING DATE

You **MUST** call the *Jury Bulletin Board* at (401) 752-7249 after 5:00pm one business day prior to your scheduled appearance.

When calling the *Jury Bulletin Board* to receive your reporting instructions you **MUST** have your six (6) digit juror number available to determine your reporting status. This number appears under the date and time on your Summons. The recorded instructions will tell you to either appear as scheduled, notify you that your appearance has been cancelled, or instruct you to call the *Jury Bulletin Board* at another time.

### \* PENALTIES \*

Jurors who fail to report to court when instructed to do so risk being held in contempt of court. Upon a finding of contempt, the Court is authorized to impose a fine of not more than \$1,000, imprisonment of not more than three days, community service, or any combination thereof. See: Title 28 U.S.C. § 1866(g).

### LENGTH OF SERVICE

It is important that you report on time for jury selection. You should plan on being in the courthouse for a full day. In the event you are selected for a trial, you will most likely be instructed to report at a later date. A typical trial lasts 2-4 days.

### TO REQUEST AN EXCUSE

All requests must be **IN WRITING** via U.S. Mail using the enclosed postage-paid envelope or by emailing the Jury Administrator at the email address noted below. Please ensure your name and participant number are on all submitted documents. **NO** oral excuses will be accepted.

All requests **MUST** be submitted to the Jury Administrator no later than five (5) days prior to your reporting date. Do not wait until your first day of jury service to request an excuse.

You **MUST** include copies of confirmed airline/hotel reservation or other supporting documentation with all requests for excusal or deferral.

**PLEASE NOTE,** if you are requesting an excusal or deferral for medical reasons, only the enclosed *Physician's Statement for Medical Excuse* will be accepted.

All requests will be answered by the Court in writing. **DO NOT** assume your request has been allowed until you receive notice from the Court. It is your responsibility to verify that an excuse has been allowed.

If you do not receive a response within 7 to 10 days of your request, please contact the Jury Administrator at (401) 752-7232 or via email at [JuryService@rid.uscourts.gov](mailto:JuryService@rid.uscourts.gov).